

From: [Barja, Kyle](#)
To: [Miller, Andre](#)
Subject: FW: OF-306 Needed for Conversion
Date: Monday, May 21, 2018 12:24:59 PM
Attachments: [image001.png](#)
[image002.jpg](#)

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



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From: Greenwalt, Sarah
Sent: Monday, March 19, 2018 4:20 PM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Conversion

Understood, thank you very much.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: 202-816-1388
Greenwalt.Sarah@epa.gov

From: Barja, Kyle
Sent: Monday, March 19, 2018 4:19 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Conversion

I can't set an effective date until PSB clears you. Once they do, I'll send you a memo that contains your effective date along with other information about your appointment. Just be sure to respond to PSB if they contact you for anything.

Thanks,
Kyle

Kyle Barja
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From: Greenwalt, Sarah
Sent: Monday, March 19, 2018 4:16 PM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Conversion

Of course! I appreciate you helping me with this. Any idea on when the change will be effective?

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: 202-816-1388
Greenwalt.Sarah@epa.gov

From: Barja, Kyle
Sent: Monday, March 19, 2018 4:10 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Conversion

Thanks!

Sincerely,
Kyle

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
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Research Triangle Park, NC 27711
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From: Greenwalt, Sarah
Sent: Monday, March 19, 2018 11:59 AM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Conversion

Kyle,

Please see attached for the OF-306 form and a copy of my OBA Card. The password for the form is "(b) (6)". Let me know if you need anything else from me.

Thank you!

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: 202-816-1388
Greenwalt.Sarah@epa.gov

From: Barja, Kyle
Sent: Thursday, March 15, 2018 10:56 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: OF-306 Needed for Conversion

Sarah,

As a result of a personnel action we have received at the Shared Service Center requesting to convert you to the position of Senior Counsel to the Administrator AD-0905-00 (\$164,200 PA), it is required that you complete a [Declaration for Federal Employment \(Form OF-306\)](#).

Please complete and sign item 17a of the OF-306 then scan it back to me so I can forward it to the Personnel Security Branch (PSB). Please encrypt your message to ensure the security of your personal identifying information.



The personnel action cannot be made effective until PSB has confirmed that they have the documents required for the investigation process. I will contact you after you are released from PSB to set your effective date.

Also, can you please email me a scanned copy of your Bar Membership Card?

Thank you,
Kyle

Kyle Barja
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U.S. Environmental Protection Agency
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Research Triangle Park, NC 27711
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